

**THE CITY OF DOTHAN**
EMPLOYEE JOB PERFORMANCE EVALUATION FORM*Copy*

NAME		PERIOD COVERED	TYPE		STATUS CODE
MARTIN NANCY C		04-19-2004	A		CB
SOCIAL SECURITY NUMBER	DEPARTMENT		EVALUATOR(S)		
104631	JUDICIAL DEPARTMENT				
JOB TITLE		HIRE DATE	STATUS DATE	ANN DATE	
00013 MUNICIPAL COURT ADMINISTRATOR		01-16-2004		01/16	

INSTRUCTIONS: EVALUATING SUPERVISOR COMPLETES SECTION I BY RATING EMPLOYEE (1-3) ON JOB PERFORMANCE ACCORDING TO THE BASIC TASK LIST RATING GUIDE FOR THE EMPLOYEE'S POSITION. COMMENTS MUST ACCOMPANY EACH TASK RATING OF UNSATISFACTORY OR EXCEPTIONAL IN THE SPACE PROVIDED.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

SECTION I

BASIC TASK FOR POSITION AS DETAILED ON RATING GUIDE

CHECK APPROPRIATE RATING

TASK 1: COMMENTS <i>As much as she is able to give the problems w/ the new computer system Nancy has done this</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 2: COMMENTS <i>oversees Municipal Court operations</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 3: COMMENTS <i>Nancy manages and oversees the frequency of warrants and addresses any problems</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>
TASK 4: COMMENTS <i>Manages, maintains and clerks employment and</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 5: COMMENTS <i>assist public outside agencies and department employees.</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 6: COMMENTS <i>monitors employees who appear</i>	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 7: COMMENTS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 8: COMMENTS <i>assist Municipal Judge w/ all Municipal Court activities</i>	1 <input type="checkbox"/>	2 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>
TASK 9: COMMENTS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
TASK 10: COMMENTS	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
NUMBER OF TASKS RATED ON: <i>5</i>	TOTAL RATING SECTION I <i>11</i>		

SECTION II - TO BE COMPLETED BY EVALUATING SUPERVISOR

RATE EMPLOYEE BY CHECKING APPROPRIATE RATING (1 - 3) ON EACH FACTOR BELOW. COMMENTS MUST ACCOMPANY EACH RATING OF UNSATISFACTORY OR EXCEPTIONAL.

RATING SCALE: 1 = UNSATISFACTORY 2 = SATISFACTORY 3 = EXCEPTIONAL

1. <u>QUALITY OF WORK</u> COMMENTS: <i>So far Nancy's quality of work has been exceptional.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2. <u>INITIATIVE</u> COMMENTS: <i>Nancy has shown initiative in initiating new prices where needed.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. <u>COOPERATION</u> COMMENTS: <i>Nancy has been very cooperative with</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. <u>SAFETY CONSCIOUSNESS</u> COMMENTS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. <u>QUANTITY OF WORK</u> COMMENTS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. <u>JOB KNOWLEDGE</u> COMMENTS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. <u>DEPENDABILITY</u> COMMENTS: <i>Nancy has been very dependable.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8. <u>DEALING WITH THE PUBLIC</u> COMMENTS: <i>Nancy deals regularly and nicely with the public.</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
RECORD THE NUMBER OF TASKS RATED ON IN SECTION II HERE: <i>7</i>	RECORD TOTAL RATING FOR SECTION II HERE: <i>18</i>		

SECTION III - OVERALL RATING TO BE COMPLETED BY EVALUATING SUPERVISOR

TO DETERMINE EMPLOYEE'S OVERALL PERFORMANCE RATING, DIVIDE THE SUM OF THE RATINGS FOR SECTION I AND SECTION II BY THE TOTAL COUNT OF TASKS ON WHICH THE EMPLOYEE WAS RATED.

	RATING	TASKS				
SECTION I	<i>1.8</i>	<i>5</i>			<i>2.48</i>	HAS EMPLOYEE BEEN PROMOTED, DEMOTED, TRANSFERRED OR HAD A SIMILAR CHANGE IN POSITION OR SUPERVISION DURING THIS RATING PERIOD? IF YES, EACH SUPERVISOR COMPLETES A PERFORMANCE EVALUATION FORM FOR EACH SUCH OCCURRENCE AND THE CURRENT SUPERVISOR AVERAGES THE SCORES TO DETERMINE THE EMPLOYEE'S TOTAL SCORE FOR THE RATING PERIOD.
SECTION II +	<i>1.8</i>	<i>7</i>				
TOTAL =	<i>2.2</i>	<i>12</i>	=	<i>2.5</i>	TOTAL SCORE	

1.00 - 1.99 UNSATISFACTORY 2.00 - 2.99 SATISFACTORY 3.00 EXCEPTIONAL

USE THIS SPACE TO CONTINUE COMMENTS FOR ITEMS IN SECTION I OR SECTION II OR TO DOCUMENT SEPARATE RATINGS.

SECTION III (CONTINUED FROM PAGE 2)

EVALUATOR'S COMMENTS:

Nancy has really got the ground
 things and addressed all issues
 put before her quickly and decisively

EVALUATING SUPERVISOR SIGNATURE



DATE

4/19/04

SECTION IV - REVIEWING DIVISION HEAD OR NEXT HIGHER REVIEWING SUPERVISORY LEVEL.

REVIEWER'S COMMENTS:

REVIEWER'S SIGNATURE



DATE

4/19/04

SECTION V - APPROVING AUTHORITY COMPLETES THIS SECTION BEFORE THE EVALUATING SUPERVISOR CONDUCTS THE PERFORMANCE INTERVIEW SESSION WITH THE EMPLOYEE.

ADDITIONAL PERSONNEL ACTIONS (STATUS CHANGE) REQUESTED BY APPROVING AUTHORITY.

IS THIS EMPLOYEE BEING RECOMMENDED FOR CONTINUED EMPLOYMENT?

YES ☒ NO ☐

IF NO, EXPLAIN FULLY BY ATTACHING ADDITIONAL SUPPORTING DOCUMENTATION.

IF YES, AND THIS IS A TYPE C OR TYPE F PROBATIONARY EVALUATION, COMPLETE A STATUS CHANGE FORM (PF#101) AND SUBMIT WITH THIS FORM.

APPROVING AUTHORITY (DEPARTMENT HEAD) COMMENTS:



MAY 06 2004

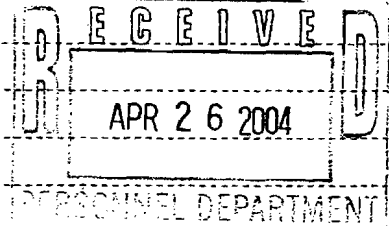
APPROVING AUTHORITY SIGNATURE

DATE

4/19/04

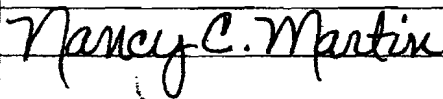
SECTION VI - EMPLOYEE PERFORMANCE REVIEW AND INTERVIEW SESSION

EMPLOYEE COMMENTS ON JOB PERFORMANCE EVALUATION AND INTERVIEW SESSION:



DATE OF PERFORMANCE INTERVIEW SESSION

EMPLOYEE'S SIGNATURE



DATE

4/21/04

EVALUATING SUPERVISOR SIGNATURE

DATE

SECTION VII - TO BE COMPLETED BY PERSONNEL

DATE / TYPE OF NEXT EVALUATION: DATE

7-26-04

TYPE:

D

SCORE

2.42

AVERAGE

STATUS CODE

REGULAR STATUS EFFECTIVE DATE

AS400

7mm